

DRAFT
MINUTES OF THE MEETING
OF THE
MEAD PUBLIC LIBRARY
BOARD OF TRUSTEES
October 27, 2011

The meeting of the Mead Public Library Board of Trustees was held on Thursday, October 27, 2011 in the Josephine A. Rocca Meeting Room. Present Board Members: Ms. Quinn, presiding; Mrs. Johnson, Ms. Montemayor, Mr. Nelson, Ald. Sampson, Mrs. Segalle, Ms. Wortche, and Mr. Zylman. Absent Board Members: Mr. Morgan and Mr. Stauber Soik. Staff Members Present: Ms. Winkle.

1. Ms. Quinn called the meeting to order at 3:50 p.m. and declared a quorum present.
2. Ms. Quinn led the Board in the Pledge of Allegiance.
3. There was no Public Comment.
4. Mrs. Johnson **moved** and Ms. Montemayor **seconded** approval of the minutes for the meeting of September 22. Motion **carried**.
5. In Correspondence, Announcements, and Common Council Referrals, Ms. Quinn read a thank you note from Mr. Morgan for flowers and cards received during his illness.
6. Ms. Quinn presented a letter recognizing the Friends of Mead Public Library during National Friends of Library Week.
7. Committee Reports:
 - a. Finance Committee – Henry Nelson, Chair:
 1. Mr. Nelson reported on the October 27 meeting.
 2. Review and possible action on 2012 budget development is awaiting further information from the Common Council.
 3. Mr. Nelson reported that there was no favorable recommendation from the Finance Committee on commitment to participate in the 3M Cloud Library ebook service via the Early Adopter Program.
 4. Mr. Nelson reported that the Finance Committee vote did not support adjusting the Library salary schedule to match City of Sheboygan Schedule A, requiring a 3% increase from the current Library schedule, with no associated general salary increase for Library employees. The Board agreed to defer action on this item to the report of its Human Resources Committee later in this agenda.

DRAFT MINUTES OF THE BOARD OF TRUSTEES MEETING

October 27, 2011

5. Mr. Nelson reported the favorable recommendation on revising the existing Library performance appraisal system to include lump sum merit bonuses for Library staff members compensated at the maximum of the applicable salary for their positions in concert with the new City of Sheboygan pay system, and recommending use of fund equity forwarded for this purpose in 2012. The Board agreed to defer action on this item to the report of its Human Resources Committee later in this agenda.
6. Mr. Nelson reported the favorable recommendation for approval of the proposed 2012 Resource Library Agreement with Eastern Shores Library System. Mrs. Johnson **moved** and Mr. Zylman **seconded** its approval by the Board. Motion **carried**.

b. Financial Report:

1. Mrs. Johnson **moved** and Ms. Montemayor **seconded** approving payment of current expenditures, including payroll and recurring expenditures. Motion **carried**.
2. The monthly 2011 budget status report to date is not available at this time and will be distributed to the Board later.
3. Mr. Nelson distributed line item transfers. Mr. Nelson **moved** and Ms. Montemayor **seconded** approval. Motion **carried**.
4. Mr. Nelson distributed the report of gifts received.

c. Human Resources Committee – Marilyn Montemayor, Chair:

1. Ms. Montemayor reported on the October 13 meeting.
2. Ms. Montemayor reported the favorable recommendation for approval of the draft Office Assistant position description. Ms. Montemayor **moved** and Ms. Wortche **seconded** approval. Motion **carried**.
3. Ms. Montemayor reported the favorable recommendation for adoption of benefit changes for Library employees in concert with recent changes to City of Sheboygan Non-Represented Employee benefits as presented in the comparison chart and Director recommendations distributed with the agenda for this meeting. Ms. Montemayor **moved** and Mr. Zylman **seconded** approval. Motion **carried**.
4. Ms. Montemayor reported the favorable recommendation for adjusting the Library salary schedule to match City of Sheboygan Schedule A, requiring a 3% increase from the current Library schedule, with no associated general salary increase for Library employees. Mr. Zylman **moved** and Ms. Montemayor **seconded** its adoption. Motion **failed** on a 4 – 4 roll call vote with Ms. Wortche,

DRAFT MINUTES OF THE BOARD OF TRUSTEES MEETING

October 27, 2011

Mr. Zylman, Ms. Quinn, and Ms. Montemayor voting yes; Mr. Nelson, Ald. Sampson, Mrs. Johnson, and Mrs. Segalle voting no.

5. Ms. Montemayor reported the favorable recommendation for integrating the new City of Sheboygan performance appraisal method with the existing Library system by replacing the current self-assessment section/points in the Library form with the City of Sheboygan goals component, including consideration of the mid-point wage/salary. Mr. Nelson **moved** and Ms. Montemayor **seconded** with the stipulation that that consideration of the mid-point wage/salary be administered as set forth in Exhibit 2 of the City of Sheboygan performance appraisal method. Motion **carried** on a 6 – 1 – 1 vote with Ald. Sampson, Ms. Montemayor, Ms. Quinn, Mr. Zylman, Ms. Wortche, and Mr. Nelson voting yes; Mrs. Johnson voting no; Mrs. Segalle abstaining.
 6. Ms. Montemayor reported the favorable recommendation for revising the existing Library performance appraisal system to provide the only opportunity for wage/salary increases (via merit), including lump sum merit bonuses for Library staff members compensated at the maximum of the applicable salary for their positions. Ms. Montemayor **moved** and Ms. Wortche **seconded** adoption. During discussion Mr. Zylman **moved** and Mr. Nelson **seconded** amendment of the motion to include use of fund equity forwarded for this purpose in 2012. Amendment carried on a 6 – 2 vote with Mrs. Johnson and Ald. Sampson voting no. Motion **as amended carried** on a 5 – 3 vote with Ald. Sampson, Mrs. Johnson, and Mrs. Segalle voting no.
- d. Information Technology Committee, Chad Stauber Soik, Chair:
1. Mrs. Montemayor reported on the October 18 meeting.
 2. No action was taken on the Committee recommendation to participate in the 3M Cloud Library Early Adopter pricing program as this action was not favorably recommended by the Finance Committee.

8. Director's Report:

- a. Ms. Winkle requested that the Board approve its President drafting a letter in recognition of the William Busse Family gift in honor of retired library employee Bernice Busse on the occasion of her 100th birthday. The Board **approved by consensus** and it was further agreed that individual Trustees will be offered the opportunity to sign the letter at the November meeting.
- b. Ms. Winkle reported a recent exclusion of a minor from Mead Public Library for theft of personal property from a library customer. She also reported that the Sheboygan Police Department issued a Trespass Warning to an adult who repeatedly violated the Code of Conduct regarding appropriate conduct while at the library.

DRAFT MINUTES OF THE BOARD OF TRUSTEES MEETING

October 27, 2011

9. Liaison Reports:

- a. Mr. Nelson reported that the Eastern Shores Library System (ESLS) Board adopted its 2012 budget at its recent meeting. He noted that both the Sheboygan and Ozaukee county finance committees have approved the countywide library service payments for 2012.
- b. Ms. Quinn reported that the continuing economic downturn continues to drag on Mead Public Library Foundation investment earnings. The Renaissance Society Yuletide Gala is scheduled for the evening of Friday, December 9, at the library.
- c. Ms. Winkle reminded the Board of the Friends of Mead Public Library fundraising event – Dinner with Friends – scheduled for Saturday evening, November 12.

10. Ms. Quinn adjourned the meeting at 5:50 p.m.

Sharon Winkle, Secretary